

Last Revised Date: 01/13/2016

General Information

Task	Process Information
Creating an Expense Voucher	A direct entry (i.e. non-source) voucher that is entered from an Expense Report for all offices except for District Court. <i>District court only will use the "Quick Invoice Entry" to process travel expenses. Employee expense reimbursements should be processed under the appropriate method for your court/department.</i>

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

Review Vendors

Search Criteria

*SetID: SHARE
 Name: Equal to
 Withholding Name: Equal to
 Vendor Status: Equal to
 Address: Equal to
 Customer Number: Equal to
 ID Type: Tax Identification Number
 VAT Registration ID: Equal to
 Withholding Tax ID: Equal to

Vendor ID: Equal to
 ShortName: Equal to
 Classification: Equal to
 Type: Equal to
 Persistence: Equal to
 City: Equal to
 Country: Equal to
 State: Equal to
 Postal: Equal to
 Bank Account #: Equal to

Search Clear

Search Results

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000009385	THE ABUNDANCE CATERING COMPANY	THEABUNDAN-001	9 VERNON AVE	GLEN BURNIE	MD	USA	Active

GEARS Navigation

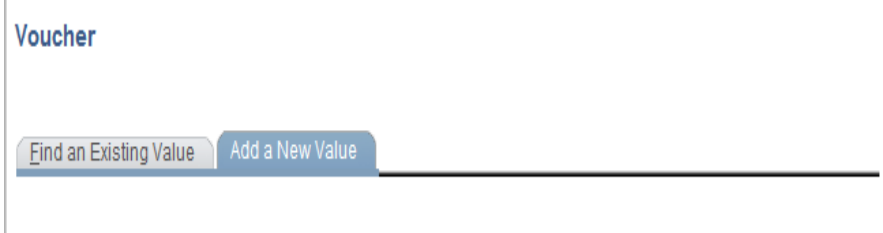
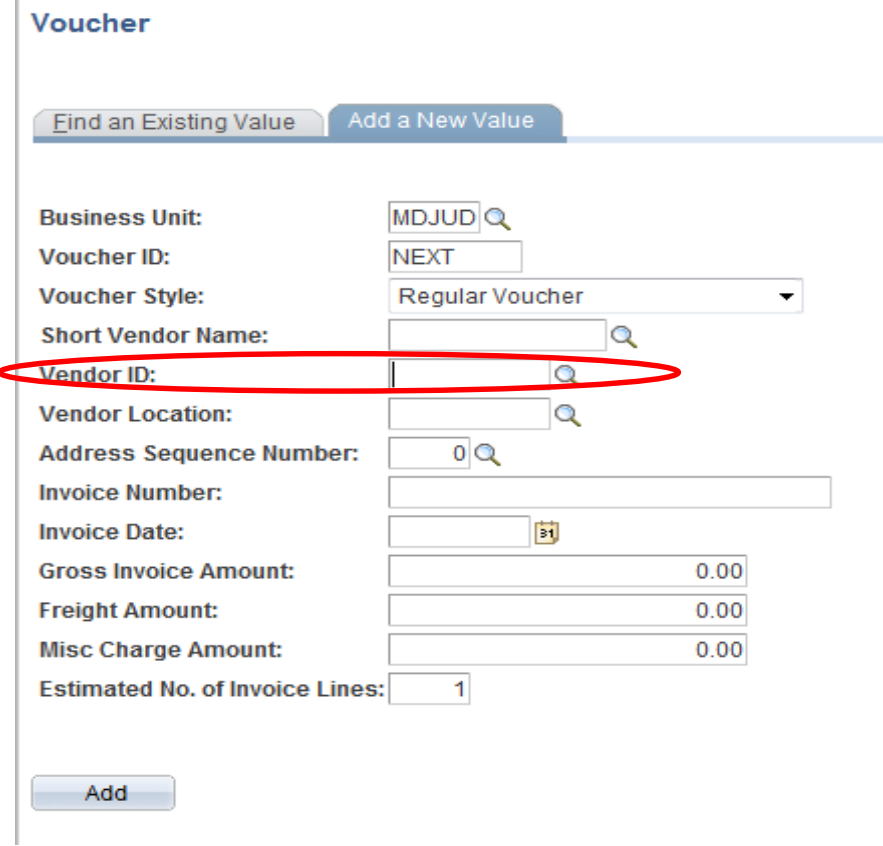
Accounts Payable > Vouchers >
Add/Update > Regular Entry

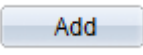

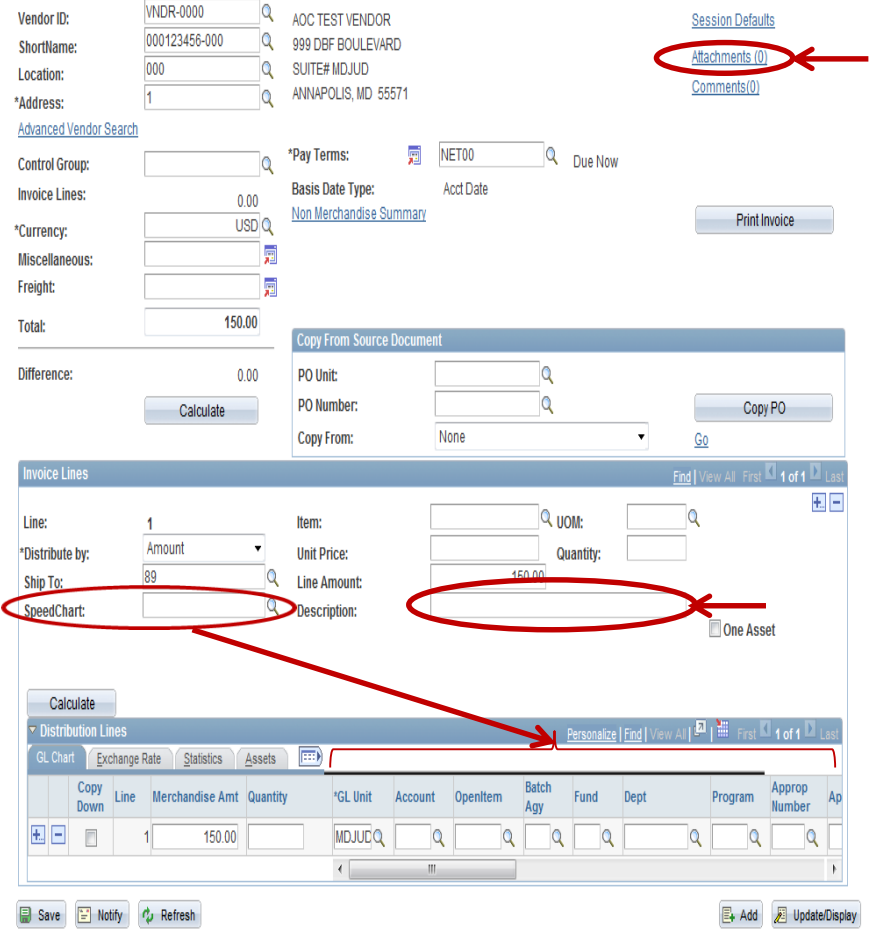
ORACLE






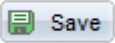

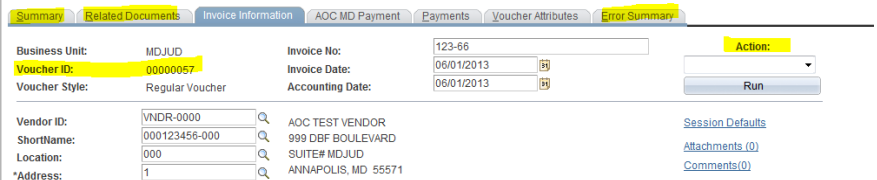

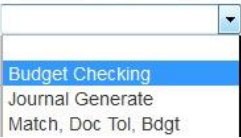
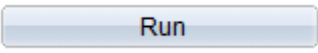

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab	 <p>The screenshot shows the 'Voucher' form with the 'Add a New Value' tab selected. The 'Find an Existing Value' tab is also visible.</p>
2.	Select / Enter Vendor ID (as found in "Before you Begin" at the top of this document).	 <p>The screenshot shows the 'Voucher' form with the 'Add a New Value' tab selected. The 'Vendor ID' field is highlighted with a red circle. The form includes fields for Business Unit, Voucher ID, Voucher Style, Short Vendor Name, Vendor ID, Vendor Location, Address Sequence Number, Invoice Number, Invoice Date, Gross Invoice Amount, Freight Amount, Misc Charge Amount, and Estimated No. of Invoice Lines. The 'Add' button is at the bottom.</p>

3.	Enter	<p>Follow these Department of Budget and Finance standards:</p> <p>Invoice Number – Enter only the earliest date of travel on which reimbursable expenses are incurred, followed by the traveler’s first and last initials (as shown on Line C). The format should read as follows: <u>yyyymmddXX</u>. <i>For example, if Tammy Sitar traveled from 7/08/2013 to 7/12/2013, the entry would be 20130708TS.</i></p> <p>Invoice Date – Using the format of <u>mmddyyyy</u> enter the current date (today).</p> <p>Short Vendor Name: SITARTAMMY-001</p> <p>Vendor ID: 0000002181</p> <p>Vendor Location: 000</p> <p>Address Sequence Number: 1</p> <p>Invoice Number: 20130708TS</p> <p>Invoice Date: 07/15/2013</p>
4.	Enter	<p>Gross Invoice Amount: 0.00</p>
5.	Click the  button.	
6.	<p>On the  tab - enter the following information for each line item:</p> <ul style="list-style-type: none"> Attachments – Be sure to attach a copy of your invoice along with any other supporting documentation. Invoice Line Description – i.e., summarize what is being paid. Enter Distribution Line Chartfield Values or select your SpeedChart. <p>Note: The selection of a SpeedChart will fill in the Chartfield values (i.e., accounting codes) with the exception of the “Account” (i.e. sub-object) and “Approp Yr” (i.e. fiscal year) - you will need to enter both. SpeedCharts are labeled the same as your current known PCAs.</p>	 <p>The screenshot shows the 'Invoice Information' tab in the GEARs system. At the top right, there are links for 'Session Defaults', 'Attachments (0)', and 'Comments (0)'. The 'Attachments (0)' link is circled in red with an arrow pointing to it. Below this, there are fields for 'Vendor ID', 'ShortName', 'Location', and '*Address'. The 'Invoice Lines' section shows a total of 150.00. The 'SpeedChart' dropdown is circled in red, and an arrow points from it to the 'Distribution Lines' table. The table shows a line with a merchandise amount of 150.00 and various chartfield values. The 'Attachments (0)' link is also circled in red with an arrow pointing to it.</p>

7.	 <p>Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.</p>	<p>Invoice Lines: 150.00</p> <p>*Currency: USD </p> <p>Miscellaneous: </p> <p>Freight: </p> <p>Total: 150.00</p> <p>Difference: 0.00</p> <p>Calculate</p>
8.	 <p>Save the voucher by clicking the  button.</p>	
9.	 <p>Confirm your voucher is saved.</p>	<ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box. 
10.	 <p>Budget Check your voucher.</p>	<p>Choose the "Budget Checking" option from the Action drop down box</p> <p>Action:</p>  <p>and then click .</p>
11.	<p>Click  to submit voucher for approval.</p> <p>NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.</p>	



Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.